


## 9.2 Create User Edit Message

**Purpose:** Use this document as a reference for how to create a user edit message in ctcLink.

**Audience:** FA Counselor/Technician.

### Create a User Edit Message

 You must have at least one of these local college managed security roles:

- ZA FA Disbursements
- ZZ FA Funds Manager

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation:** NavBar > Navigator > Financial Aid > Disbursement > Maintain User Edit Messages

1. The Maintain User Edit Message search page displays.
2. Enter the Student **ID**.
3. Enter the **Academic Institution**.
4. Enter the **Aid Year** fields.
5. The Maintain User Edit Messages page displays.
6. Select the **Msg Type** drop-down menu and select **Error**.
7. Select the **Msg Code** lookup icon and select the desired code. Options include:
  - **ACDCHG**– Academic Plan Change: When a student changes Academic Plans
  - **ACDPLN**– Monitor Academic Plan: When a student is being monitored for SAP purposes
  - **CODMRR**– COD Multiple Report: When a student has multiple reporting
  - **DSBHLD**– FA Disbursement Hold: Miscellaneous hold code
8. Select the **Term** Lookup icon and select the appropriate term code.
9. Leave **Msg Action** on default value.
10. Select the **Save** button to save your work.

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Aid Year 2018 2017-2018 Financial Aid Year Institution WA171

Find | View All First 1 of 1 Last

\*Msg Type Error \*Msg Code ACDCHG Academic Plan Change Message Detail

Msg Dt/Tm 06/28/2018 1:38:30.000000PM \*Term 2183 2018 SPRNG Msg Action No Action Ta Process

User ID CTC\_KCLARK Dt Compl 06/28/2018

Save Return to Search Notify

11. Process complete.